



HUMAN RESOURCE MANAGEMENT

"Creative and Design Thinkers"

COURSE FINAL OUTPUT - MGT1106

PREPRINT

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JANUARY - MAY 2023

Human Resource Manpower Plan for Lion Heart Security Agency

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Overview of the Business

Lion Heart Security Agency (LHSA) is a business entity duly organized and existing under the laws of the Republic of the Philippines with a principal office business address at Barangay Cagay, Roxas City, Capiz, is duly licensed by the Supervisory Office for Security and Investigation Agencies of the Philippine National Police (PNP- SOSIA) since 2007. Before operating under its current name, Lion Heart Security Agency was first founded by Antonio S. Bercadez as Dorval in 1989, which turned into Tinsay in 1997, and eventually became LHSA. It is also recognized as a legitimate independent contractor by the Department of Labor and Employment (DOLE), having been issued a registration certificate under its Department Order Number 174. Certified Security Professionals manage Lion Heart Security Agency (CSP), both in the management and operational levels of the organization led by its owner and general manager, Michael Anthony A. Bercadez, a Bachelor of Laws graduate.

Currently, it has nine (9) certified security professionals. In a sector that is high in demand for customer service and client satisfaction, LHSA has around six (6) Certified Mall Protection Professionals (CMPP). They are competent to manage security mall operations. As the demand for security services saw unprecedented growth in recent years, LHSA likewise saw its growth as a security agency. Banking on its competency, reliability, and responsiveness to the changing times, LHSA has established a name in the private security agency. Today, fifteen (15) years after its birth in 2007, Lion Heart Security Agency has close to 700 guards under its employ. It continues to provide its clients with excellent, efficient, and reliable security services. Now serving diverse corporate clients like Double Dragon Properties Corporation, Ayala Land Corporation, and Megaworld Corporation, LHSA has not forgotten its humble beginnings. Thus, it seems that its clients' security-related concerns - whether big or small - are addressed at the soonest possible time. The company now has a branch office in Bacolod City and a satellite office





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in Iloilo City, with operations in Western Visayas, Central Visayas, Eastern Visayas, and Central Luzon.

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Introduction

A security agency plays a vital role in society in keeping these public spaces safe and in order. They were also entrusted to operate in different places to be able to maintain peace and harmony as each day passes. Moreover, they are the ones who prohibit a crime or other incidents from occurring. Their primary role is to intervene in a situation by being physically there and not by involving themselves in a crime scene without the presence of law enforcement. However, when crime does occur, they are trained to take action in these situations until the arrival of the police (Silent Professionals, n.d.).

The human resources correlate in the security agency as applicants, or the guards that will be hired in the agency, must possess good characteristics and performance in order for them to satisfy the mission and vision that are labeled in the agency. Employers must show their competence, intelligence, motivation, and appropriate risk to be able to acquire a position in the company. Especially since they are securing the lives and safety of the community, there are factors that they must acquire, such as leading, deciding, supporting, cooperation, and organizing (Lim et. al., 2016). Having those factors is already a good skill, however, if they are not satisfying the three good predictors of permanence, namely the individual interests, salary requirements, and tenure on previous jobs, this could result that there is a possibility that they will not stay with the position they are applying for. Moreover, motivation influences an individual's decision to choose one action over another. These factors could be an internal or external force that can drive an individual to act in a particular way (Steers, Bigley, & Porter, 2002). Reliability should also not be forgotten as this will help not only the people they work with but also their countrymen.

Employment selection in this matter should conduct a lot of screening since they need to be fit to address unexpected situations. Ability tests are also present to know the strength and weaknesses of

the applicants in performing specific tasks. These tests are namely cognitive ability tests, physical ability tests, psychomotor tests, and situational judgment tests (Lim et. al., 2016). Since Lion Heart Security Agency (LHSA) is a private security agency in the Philippines led by Mr. Michael A. Bercadez, the sole proprietor, they must first train these licensed security guards before stationing them in different areas that need its profession as the agency's primary objective is to produce and provide high-quality levels of security, protection, assurance, and satisfaction that continue to preserve the well-established relationship they build to the public, whether it is from inside and outside of the office walls. However, as a pandemic happened, they issued some new procedures and orders that must be followed. These redesigned orders led to adjustments in both the agency's leadership and system as LHSA took essential measures to guarantee the applicants and the employees' well-being and away from various health risks.

The subject of this paper is about human resource manpower plan with focus on the implementation of hiring processes that ensure the applicant's psychological soundness, as well as providing training and certification, which ensures the applicants are mentally and physically fit to be able to perform their duties effectively. Providing training and certification to these applicants can help develop their skills and knowledge at a high level where they could increase their productivity and satisfaction from their job. Furthermore, screening the candidates' stability and conducting assessments can diminish the risk and danger that an individual may pose to themselves or to others while in the workplace. As this will also highlight workplace health and safety in terms of all the office employees and deployed security guards.

The purpose of this paper shall respond to the following queries:

1. What is the nature of human resources given the business form of ownership as a sole proprietorship operating in the national context?



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2. How is the human resources manpower plan for Lion Heart Security Agency fitted with the various SDGs?
3. What improvements and suggestions can the agency explore and implement after conducting the manpower plan?

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Staffing Management

Staffing management is an essential part of human resource management. It aims to achieve the agency's objectives and goals by ensuring the organization has the right people in the proper position with the required skills and capabilities (Mamgain, 2022). The following are the eight human resource activities: staff acquisition, recruitment and selection, resource calendars, training and talent management, development, performance review, recognition and rewards, employee and labor relations, and health and safety risks programs. These activities reflect how LHSOA manages employee selection, well-being, schedule, productivity, motivation, and satisfaction.

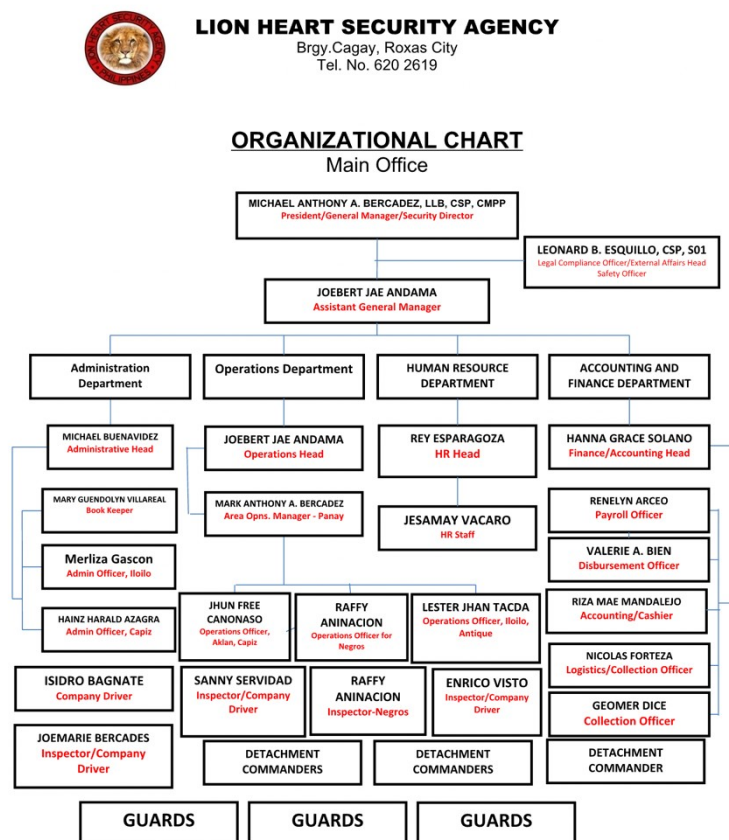


Figure I. Organizational Chart



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A. Selection, Recruiting, and Staff Acquisition

Recruitment and selection are vital processes for any company and organization seeking new employees. The terms "selection," "recruiting," and "staff acquisition" all broadly relate to the same thing. In other words, the agency is searching for an open position (Fallon, 2023). To ensure a successful selection process, there must be a list of requirements and qualities for the positions to go smoothly. Although the hiring and selection processes can be time-consuming and expensive, even announcing a position opportunity can come with a cost. LHSA should still invest and allot significant time and effort in evaluating and interviewing the potential candidates to determine whether their qualifications are fit and suitable for the agency. Considering that these agencies can place the applicants in the best position within the organization to put the skills and talent they possess into good use. As Fallon (2023) mentioned, an effective and cost-efficient recruitment and selection procedure is already in place at a recruiting agency.

According to Mr. Bercadez, the recruitment of LHSA is done through walk-in interviews of applicants who either learned of employment opportunities in the agency through referrals from existing security guards and their social media postings.



Image I.I Selection, Recruiting, and Staff Acquisition



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 **Lion Heart Security Agency**
May 18, 2022 · 🌐

HIRING !!

- Security Guards
- Lady Guards

To be Assigned in:

- Estancia, Iloilo
- Sara, Iloilo

Contact:
Fb: Joebert Jae Andama
Contact No: 09913205358

LION HEART SECURITY AGENCY 
BRGY.CAGAY, ROXAS CITY



HIRING!

➤ **SECURITY GUARDS**
➤ **LADY GUARDS**

**WILLING TO BE ASSIGNED IN: SARA, ILOILO
ESTANCIA, ILOILO**

CONTACT
 **JOEBERT JAE ANDAMA**
 **09913205358**

Image I.II Selection, Recruiting, and Staff Acquisition





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B. Resource Calendar

Resource calendars enable the organization to plan project work accurately by providing a bird-eye perspective of its team's capability (Meier, 2021). According to Landau (2022), A resource calendar ensures that your project team is accessible to work when you need them to complete the task. It is crucial to know the team's available working days, but it is also crucial to know each member's profile. The profile lets the project manager know who can accomplish the task immediately, which helps with resource calendars. In other words, the profile displays abilities and knowledge. A summary use of resources is the availability of resources with specific talents, the duration of individual projects, and the cost of each project. This also aids in preventing workload management issues like overuse or underuse.

"LHSA uses and utilizes the use of resource calendar in order to address and provide the necessary human resources, legal compliances, and equipment to meet and fully comply with the provisions of our security services contract with its clients."





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| <div></div> <div>Republic of the Philippines Department of Labor & Employment Regional Office No. VI, Iloilo City</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Contractor/Sub-Contractor Semi-Annual Report for the Period July 1 to December 31, 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Name of Company: <u>LION HEART SECURITY AGENCY</u> TIN 941-171-895-000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Registration No.: <u>YL0931121074</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Company Address: <u>CROSSING CAGAY, ROXAS CITY, CAPIZ</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Telephone No.: <u>0361 620-2619</u> Nature of Business: <u>SECURITY SERVICES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Total Number of Workers Involved for the Year: <u>695</u> Male: <u>642</u> Female: <u>53</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><tr><th>NAME OF OFFICE/STAFF</th><th>POSITION</th><th>POSTAL ADDRESS</th></tr><tr><td>Bercadez, Michael Anthony A., CSP</td><td>General Manager</td><td>Brgy. Cagay, Roxas city</td></tr><tr><td>Andama, Joebert Jay</td><td>Operation Manager</td><td>Baybay, Roxas City</td></tr><tr><td>Esquillo, Leonard B., CSP</td><td>Head, Legal Compliance/OSH</td><td>Arcabalo, Bolo, Roxas City</td></tr><tr><td>Esparagoza, Rey</td><td>Human Resource Head</td><td>Tanza Gua, Roxas City</td></tr><tr><td>Solano, Hanna Grace</td><td>Accounting Head</td><td>Pansy, Capiz</td></tr><tr><td>Bien, Valerie A.</td><td>Disbursement Officer</td><td>Burgos Ilawod, Roxas City</td></tr><tr><td>Arceo, Renelyn B.</td><td>Payroll Officer</td><td>Baybay, Roxas City</td></tr><tr><td>Vacaro, Jesamay</td><td>HR Staff</td><td>Masgaraw, Jamindan, Capiz</td></tr><tr><td>Michael Buenavidez F.</td><td>Admin Officer</td><td>Brgy. Gabuan, Roxas City</td></tr><tr><td>Villanuel, Mary Guendolyn F.</td><td>Book Keeper</td><td>Poblacion Mambusao, Capiz</td></tr><tr><td>Montalban, Ma. Nueva</td><td>Admin/Cashier</td><td>Fabrica, Hamtic, Antique</td></tr><tr><td>Azagra, Hainz Harald Victor Jurgen</td><td>Admin Asst.</td><td>Brgy. Cagay, Roxas city</td></tr><tr><td>Gascon, Merliza M.</td><td>Admin Asst.</td><td>Fajardo, Dungon, Iloilo City</td></tr><tr><td>Bercadez, Mark Anthony A.</td><td>Area Ops. Manager</td><td>Brgy. Cagay, Roxas city</td></tr><tr><td>Gascon, Salmer F.</td><td>Liaison Officer</td><td>Fajardo, Dungon, Iloilo City</td></tr><tr><td>Tacda, Lester</td><td>Operation Officer - Iloilo/Antique</td><td>Aglalana, Dumarao, Capiz</td></tr><tr><td>Canonaso, Jhun Free T.</td><td>Operation Officer - Capiz/Aklan</td><td>Rizal St. Roxas City</td></tr><tr><td>Dasal, Virgilio</td><td>Operation Manager - Negros</td><td>Panitan, Capiz</td></tr><tr><td>Aninacion, Raffy</td><td>Inspector - Negros</td><td>Brgy. Cagay, Roxas city</td></tr><tr><td>Forteza, Nicolas</td><td>Logistic Officer/Collection Officer</td><td>Brgy. Cagay, Roxas city</td></tr><tr><td>Dice, Geomer D.</td><td>Collection Officer</td><td>Bolo, Roxas City</td></tr><tr><td>Servidad, Sunny</td><td>Company Driver/Inspector</td><td>Inzo, Roxas City</td></tr><tr><td>Visto, Enrico</td><td>Company Driver/Inspector</td><td>Brgy. Cagay, Roxas City</td></tr><tr><td>Bercades, Joemarie</td><td>Driver/Utility</td><td>Calapawan Panay, Capiz</td></tr><tr><td>Bagnate, Isidro, B.</td><td>Driver/Utility</td><td>Calapawan Panay, Capiz</td></tr></table> | | | | | NAME OF OFFICE/STAFF | POSITION | POSTAL ADDRESS | Bercadez, Michael Anthony A., CSP | General Manager | Brgy. Cagay, Roxas city | Andama, Joebert Jay | Operation Manager | Baybay, Roxas City | Esquillo, Leonard B., CSP | Head, Legal Compliance/OSH | Arcabalo, Bolo, Roxas City | Esparagoza, Rey | Human Resource Head | Tanza Gua, Roxas City | Solano, Hanna Grace | Accounting Head | Pansy, Capiz | Bien, Valerie A. | Disbursement Officer | Burgos Ilawod, Roxas City | Arceo, Renelyn B. | Payroll Officer | Baybay, Roxas City | Vacaro, Jesamay | HR Staff | Masgaraw, Jamindan, Capiz | Michael Buenavidez F. | Admin Officer | Brgy. Gabuan, Roxas City | Villanuel, Mary Guendolyn F. | Book Keeper | Poblacion Mambusao, Capiz | Montalban, Ma. Nueva | Admin/Cashier | Fabrica, Hamtic, Antique | Azagra, Hainz Harald Victor Jurgen | Admin Asst. | Brgy. Cagay, Roxas city | Gascon, Merliza M. | Admin Asst. | Fajardo, Dungon, Iloilo City | Bercadez, Mark Anthony A. | Area Ops. Manager | Brgy. Cagay, Roxas city | Gascon, Salmer F. | Liaison Officer | Fajardo, Dungon, Iloilo City | Tacda, Lester | Operation Officer - Iloilo/Antique | Aglalana, Dumarao, Capiz | Canonaso, Jhun Free T. | Operation Officer - Capiz/Aklan | Rizal St. Roxas City | Dasal, Virgilio | Operation Manager - Negros | Panitan, Capiz | Aninacion, Raffy | Inspector - Negros | Brgy. Cagay, Roxas city | Forteza, Nicolas | Logistic Officer/Collection Officer | Brgy. Cagay, Roxas city | Dice, Geomer D. | Collection Officer | Bolo, Roxas City | Servidad, Sunny | Company Driver/Inspector | Inzo, Roxas City | Visto, Enrico | Company Driver/Inspector | Brgy. Cagay, Roxas City | Bercades, Joemarie | Driver/Utility | Calapawan Panay, Capiz | Bagnate, Isidro, B. | Driver/Utility | Calapawan Panay, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Bercadez, Michael Anthony A., CSP | General Manager | Brgy. Cagay, Roxas city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andama, Joebert Jay | Operation Manager | Baybay, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Esquillo, Leonard B., CSP | Head, Legal Compliance/OSH | Arcabalo, Bolo, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Esparagoza, Rey | Human Resource Head | Tanza Gua, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solano, Hanna Grace | Accounting Head | Pansy, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bien, Valerie A. | Disbursement Officer | Burgos Ilawod, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arceo, Renelyn B. | Payroll Officer | Baybay, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacaro, Jesamay | HR Staff | Masgaraw, Jamindan, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Michael Buenavidez F. | Admin Officer | Brgy. Gabuan, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Villanuel, Mary Guendolyn F. | Book Keeper | Poblacion Mambusao, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montalban, Ma. Nueva | Admin/Cashier | Fabrica, Hamtic, Antique | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Azagra, Hainz Harald Victor Jurgen | Admin Asst. | Brgy. Cagay, Roxas city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gascon, Merliza M. | Admin Asst. | Fajardo, Dungon, Iloilo City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bercadez, Mark Anthony A. | Area Ops. Manager | Brgy. Cagay, Roxas city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gascon, Salmer F. | Liaison Officer | Fajardo, Dungon, Iloilo City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tacda, Lester | Operation Officer - Iloilo/Antique | Aglalana, Dumarao, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Canonaso, Jhun Free T. | Operation Officer - Capiz/Aklan | Rizal St. Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dasal, Virgilio | Operation Manager - Negros | Panitan, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aninacion, Raffy | Inspector - Negros | Brgy. Cagay, Roxas city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Forteza, Nicolas | Logistic Officer/Collection Officer | Brgy. Cagay, Roxas city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dice, Geomer D. | Collection Officer | Bolo, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Servidad, Sunny | Company Driver/Inspector | Inzo, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Visto, Enrico | Company Driver/Inspector | Brgy. Cagay, Roxas City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bercades, Joemarie | Driver/Utility | Calapawan Panay, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bagnate, Isidro, B. | Driver/Utility | Calapawan Panay, Capiz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><tr><th rowspan="2">Name and Address of Principal/Nature of Business</th><th rowspan="2">Specific Job Contracted Out</th><th rowspan="2">Position of Workers Involved</th><th colspan="2">No. of Workers per Position</th></tr><tr><th>Male</th><th>Female</th></tr><tr><td>ADMIN / Brgy. Cagay Roxas City</td><td>Administrative</td><td>Administrative</td><td>18</td><td>7</td></tr><tr><td>ALDIZ INC. / Ingore Lapaz, Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>AMICASA / Manduriao, Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>AVIDA ATRIA / Manduriao, Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>34</td><td>1</td></tr><tr><td>BELISON MULTI PURPOSE COOP / Belison, Antique</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>BELISON MULTI PURPOSE COOP / Manduriao, Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>BERCADEZ COMPOUND / Brgy. Cagay, Roxas City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>Bureau of Treasury / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>3</td><td></td></tr><tr><td>Bureau of Treasury / Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>CAPIZ COMMERCIAL SCHOOL / Punta Tabuc, Roxas City</td><td>Security Services</td><td>Security Guard</td><td>3</td><td></td></tr><tr><td>CAPELCO / Roxas City, Capiz</td><td>Security Services</td><td>Security Guard</td><td>41</td><td>1</td></tr><tr><td>CAPSU - Roxas City, Capiz</td><td>Security Services</td><td>Security Guard</td><td>39</td><td>5</td></tr><tr><td>CARITAS HEALTH SHIELD, INC. - /</td><td>Security Services</td><td>Security Guard</td><td>7</td><td></td></tr><tr><td>CITY SCAPE - Bacolod City</td><td>Security Services</td><td>Security Guard</td><td>5</td><td></td></tr><tr><td>CATHEDRAL / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>CITY MALL / Panay</td><td>Security Services</td><td>Security Guard</td><td>32</td><td>19</td></tr><tr><td>CPC / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>7</td><td></td></tr><tr><td>DEP-ED / Roxas city</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>DYVR / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>3</td><td></td></tr><tr><td>FARMERS MILLING / Panitan Capiz</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>GASANO / Roxas, Sara, Estancia, Kalibo</td><td>Security Services</td><td>Security Guard</td><td>64</td><td>11</td></tr><tr><td>INIAP Supermart / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>22</td><td></td></tr><tr><td>INIAP TOWER / Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>7</td><td>3</td></tr><tr><td>INIAP INIAP INVESTMENT / Iloilo City</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>JAMERLAN / Jereos, Lapaz, Iloilo city</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>MERRYMART / Roxas city, Iloilo city</td><td>Security Services</td><td>Security Guard</td><td>16</td><td></td></tr><tr><td>MORETA / Iloilo city</td><td>Security Services</td><td>Security Guard</td><td>4</td><td></td></tr><tr><td>MT. ZION / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>ROXAS PRES. INN / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>1</td><td></td></tr><tr><td>RURAL BANK MAMBUSAO / Mambusao Capiz</td><td>Security Services</td><td>Security Guard</td><td>3</td><td></td></tr><tr><td>SMRBS / Roxas city</td><td>Security Services</td><td>Security Guard</td><td></td><td>1</td></tr><tr><td>TENEFRENCIA / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>VALIANT ENTERPRISES / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>2</td><td></td></tr><tr><td>WILLIAM CONSTRUCTION SUPPLY / Roxas City</td><td>Security Services</td><td>Security Guard</td><td>9</td><td></td></tr><tr><td>RD / Panay</td><td>Security Services</td><td>Security Guard</td><td>162</td><td></td></tr><tr><td>RD / Relievers</td><td>Security Services</td><td>Security Guard</td><td>25</td><td></td></tr><tr><td>NFA / Panay</td><td>Security Services</td><td>Security Guard</td><td>116</td><td>5</td></tr><tr><td colspan="3">TOTAL</td><td>642</td><td>53</td></tr><tr><td colspan="3"></td><td>695</td><td></td></tr></table> | | | | | Name and Address of Principal/Nature of Business | Specific Job Contracted Out | Position of Workers Involved | No. of Workers per Position | | Male | Female | ADMIN / Brgy. Cagay Roxas City | Administrative | Administrative | 18 | 7 | ALDIZ INC. / Ingore Lapaz, Iloilo City | Security Services | Security Guard | 1 | | AMICASA / Manduriao, Iloilo City | Security Services | Security Guard | 2 | | AVIDA ATRIA / Manduriao, Iloilo City | Security Services | Security Guard | 34 | 1 | BELISON MULTI PURPOSE COOP / Belison, Antique | Security Services | Security Guard | 1 | | BELISON MULTI PURPOSE COOP / Manduriao, Iloilo City | Security Services | Security Guard | 1 | | BERCADEZ COMPOUND / Brgy. Cagay, Roxas City | Security Services | Security Guard | 1 | | Bureau of Treasury / Roxas City | Security Services | Security Guard | 3 | | Bureau of Treasury / Iloilo City | Security Services | Security Guard | 1 | | CAPIZ COMMERCIAL SCHOOL / Punta Tabuc, Roxas City | Security Services | Security Guard | 3 | | CAPELCO / Roxas City, Capiz | Security Services | Security Guard | 41 | 1 | CAPSU - Roxas City, Capiz | Security Services | Security Guard | 39 | 5 | CARITAS HEALTH SHIELD, INC. - / | Security Services | Security Guard | 7 | | CITY SCAPE - Bacolod City | Security Services | Security Guard | 5 | | CATHEDRAL / Roxas City | Security Services | Security Guard | 2 | | CITY MALL / Panay | Security Services | Security Guard | 32 | 19 | CPC / Roxas City | Security Services | Security Guard | 7 | | DEP-ED / Roxas city | Security Services | Security Guard | 1 | | DYVR / Roxas City | Security Services | Security Guard | 3 | | FARMERS MILLING / Panitan Capiz | Security Services | Security Guard | 2 | | GASANO / Roxas, Sara, Estancia, Kalibo | Security Services | Security Guard | 64 | 11 | INIAP Supermart / Roxas City | Security Services | Security Guard | 22 | | INIAP TOWER / Iloilo City | Security Services | Security Guard | 7 | 3 | INIAP INIAP INVESTMENT / Iloilo City | Security Services | Security Guard | 2 | | JAMERLAN / Jereos, Lapaz, Iloilo city | Security Services | Security Guard | 2 | | MERRYMART / Roxas city, Iloilo city | Security Services | Security Guard | 16 | | MORETA / Iloilo city | Security Services | Security Guard | 4 | | MT. ZION / Roxas City | Security Services | Security Guard | 1 | | ROXAS PRES. INN / Roxas City | Security Services | Security Guard | 1 | | RURAL BANK MAMBUSAO / Mambusao Capiz | Security Services | Security Guard | 3 | | SMRBS / Roxas city | Security Services | Security Guard | | 1 | TENEFRENCIA / Roxas City | Security Services | Security Guard | 2 | | VALIANT ENTERPRISES / Roxas City | Security Services | Security Guard | 2 | | WILLIAM CONSTRUCTION SUPPLY / Roxas City | Security Services | Security Guard | 9 | | RD / Panay | Security Services | Security Guard | 162 | | RD / Relievers | Security Services | Security Guard | 25 | | NFA / Panay | Security Services | Security Guard | 116 | 5 | TOTAL | | | 642 | 53 | | | | 695 | |
| Name and Address of Principal/Nature of Business | Specific Job Contracted Out | Position of Workers Involved | No. of Workers per Position | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Male | Female | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADMIN / Brgy. Cagay Roxas City | Administrative | Administrative | 18 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALDIZ INC. / Ingore Lapaz, Iloilo City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMICASA / Manduriao, Iloilo City | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVIDA ATRIA / Manduriao, Iloilo City | Security Services | Security Guard | 34 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BELISON MULTI PURPOSE COOP / Belison, Antique | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BELISON MULTI PURPOSE COOP / Manduriao, Iloilo City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BERCADEZ COMPOUND / Brgy. Cagay, Roxas City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bureau of Treasury / Roxas City | Security Services | Security Guard | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bureau of Treasury / Iloilo City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAPIZ COMMERCIAL SCHOOL / Punta Tabuc, Roxas City | Security Services | Security Guard | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAPELCO / Roxas City, Capiz | Security Services | Security Guard | 41 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAPSU - Roxas City, Capiz | Security Services | Security Guard | 39 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARITAS HEALTH SHIELD, INC. - / | Security Services | Security Guard | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY SCAPE - Bacolod City | Security Services | Security Guard | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CATHEDRAL / Roxas City | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY MALL / Panay | Security Services | Security Guard | 32 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CPC / Roxas City | Security Services | Security Guard | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP-ED / Roxas city | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DYVR / Roxas City | Security Services | Security Guard | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FARMERS MILLING / Panitan Capiz | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GASANO / Roxas, Sara, Estancia, Kalibo | Security Services | Security Guard | 64 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INIAP Supermart / Roxas City | Security Services | Security Guard | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INIAP TOWER / Iloilo City | Security Services | Security Guard | 7 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INIAP INIAP INVESTMENT / Iloilo City | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JAMERLAN / Jereos, Lapaz, Iloilo city | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MERRYMART / Roxas city, Iloilo city | Security Services | Security Guard | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORETA / Iloilo city | Security Services | Security Guard | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MT. ZION / Roxas City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROXAS PRES. INN / Roxas City | Security Services | Security Guard | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RURAL BANK MAMBUSAO / Mambusao Capiz | Security Services | Security Guard | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SMRBS / Roxas city | Security Services | Security Guard | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TENEFRENCIA / Roxas City | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VALIANT ENTERPRISES / Roxas City | Security Services | Security Guard | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WILLIAM CONSTRUCTION SUPPLY / Roxas City | Security Services | Security Guard | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RD / Panay | Security Services | Security Guard | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RD / Relievers | Security Services | Security Guard | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NFA / Panay | Security Services | Security Guard | 116 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | | 642 | 53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Figure II. Resource Calendar



C. Training and Talent Management

User-centered design ideas have heavily influenced a career, prioritizing the user to ensure success and comprehension. The same attitude is necessary for efficient employee development (Rogers, 2021). While training is frequently required when teaching people new abilities, it represents the beginning of a long journey. Smaller, workplace-based events like on-the-job learning chances specifically tailored to the demands and problems of the worker have a more significant influence on development than formal programs.

During the interview, Mr. Bercadez shared that they have several approaches used for training and talent management. "One is the regular monthly formation with our guards, where we conduct this morale-boosting dialogue. Another is the conduct of our continuous training program quarterly. Relevant discussions, topics, and the latest security and safety management developments are discussed. Also, we discuss them important provisions of new laws and social legislation. For example, we remind our guards of the new law on sim card registration. More importantly, a great tool we use in talent management is to ensure that our employees' salaries and wages are labor laws compliant and released promptly. Their government benefits (SSS, Philhealth, Pag-ibig) are also paid on time. In addition, we are there for them for assistance and cash advances in cases of emergency for them and their families. With this very personal approach, we are able to maintain loyalty among our team."

Attached below are some social media postings done by LHSA to showcase some of these training and talent management programs:

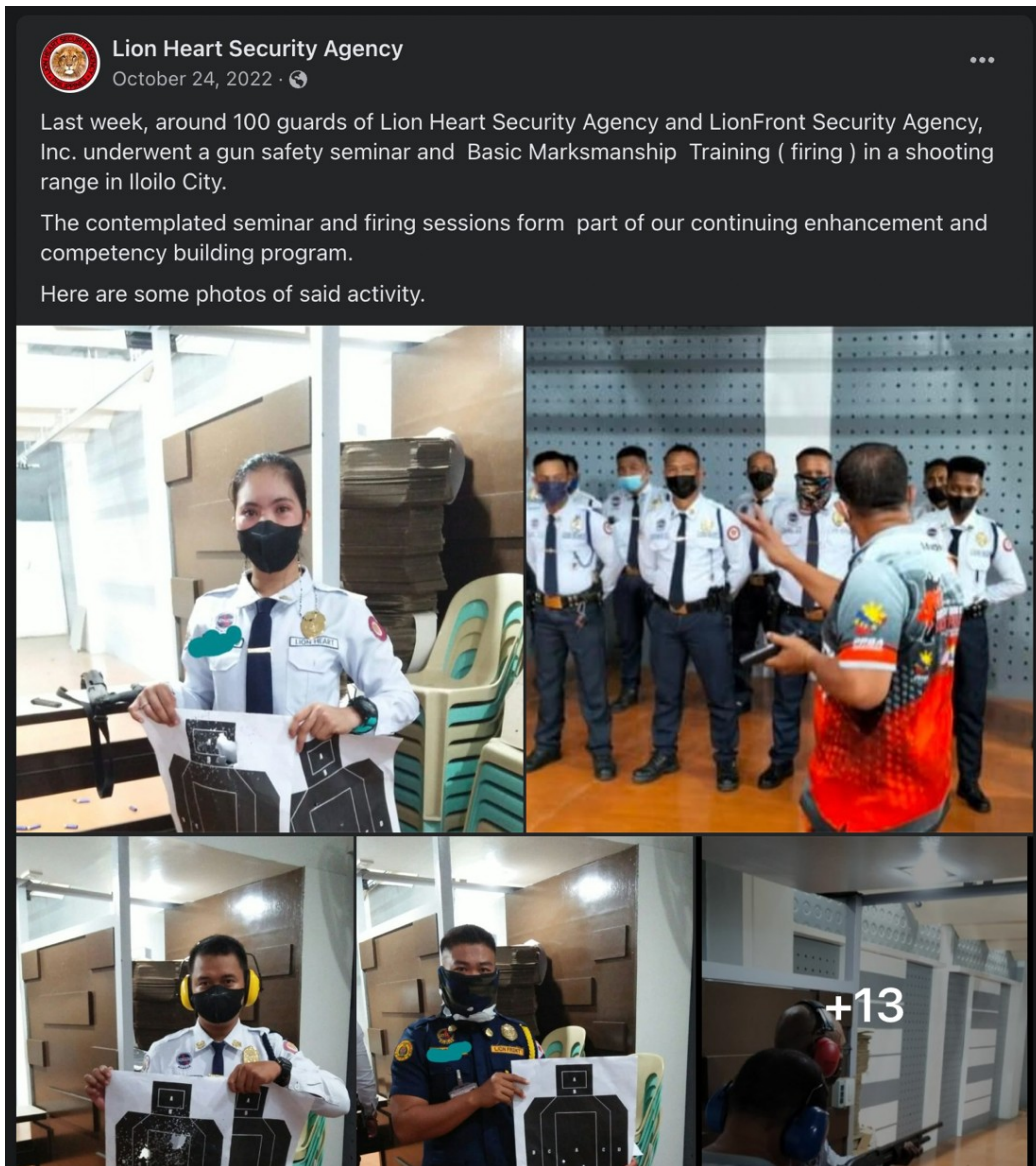


Image II.I Training and Talent Management



Image II.II Training and Talent Management



Image II.III Training and Talent Management



Lion Heart Security Agency

January 26, 2022 · 🌐

Today, our operations team engaged our mall security professionals in a morale dialogue and reminded them of their:

1. Duties and responsibilities.
2. Proper wearing of uniform and paraphernalias.
3. Good customer service.
4. Health and safety protocols.

Also, our team motivated them, discussed and heard their concerns as we continue to pursue this inclusive participative management approach.

Salamat guid to all our officers and guards.



Image II.IV Training and Talent Management

D. Development

In every industry, the development of human resources is necessary for the growth and improvement of employees' capabilities in handling various tasks assigned to them and to develop skills beyond their original job roles. This process benefits the agency and the employees, as it helps them reach their highest potential and acquire new skills (Lim et al., 2016). However, this process takes time since it involves acquiring knowledge, skills, and abilities associated with their performance and contribution to the agency. LHSA must be able to develop some strategic plan for the employee to carry out the agency's success. As mentioned by Pransanth (2015), the best way to develop individuals is through enabling learning and personal development, wherein this approach can establish exciting engagement and motivation opportunities for everyone in the agency.

"To keep ourselves abreast with recent developments in the private security industry, we attend training and seminars conducted by the regulators, the PNP, DOLE, PADPAO, and other industry-initiated seminars. Also, we read and follow the social media pages of the regulators and other notable pages, which are helpful in our company's continuing development and growth."

Attached below are some social media postings done by LHSA to showcase some of its development programs:

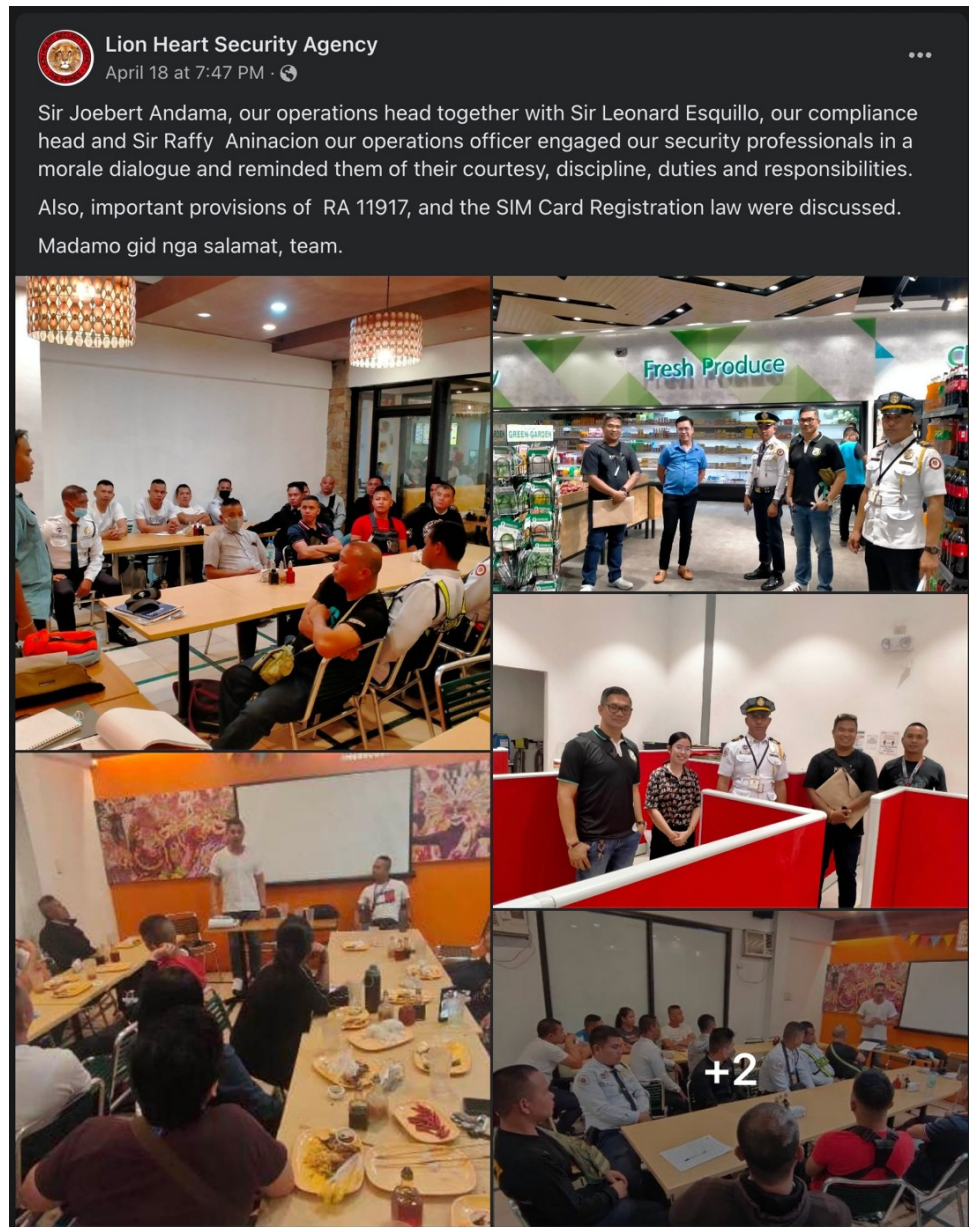


Image III.I Development

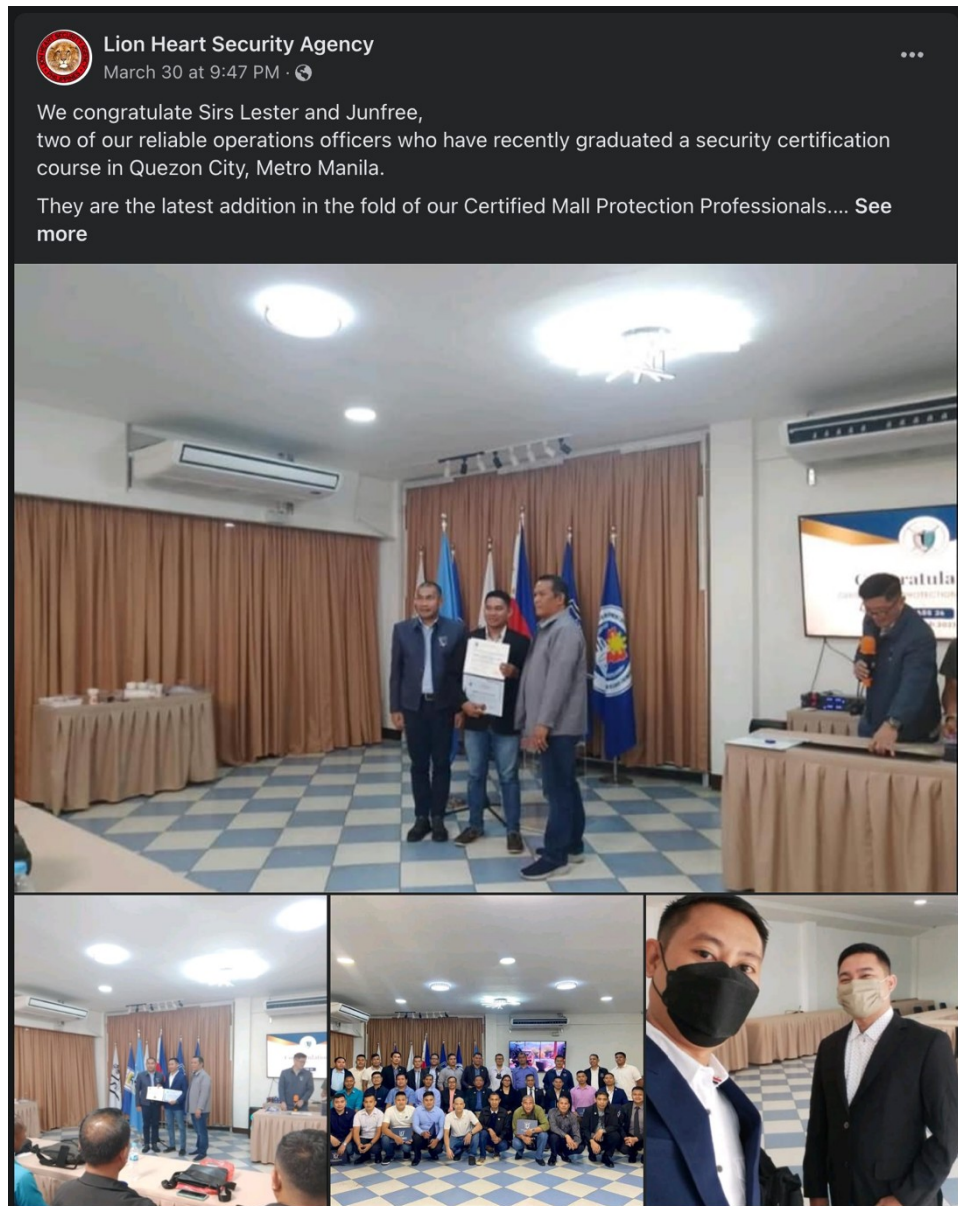


Image III.II Development



Image III.III Development



Image III.IV Development

There is so much room for improvement in this industry. Everyday is a learning process. We keep improving and moving forward towards a more competency based organization, mindful of the challenges of a growing modern society.

Madamo gid nga salamat. Our best regards, Sir Jun!



Edcademy Sec is with Vic Gonzales III and 3 others.

September 3, 2018 · 2

Thank you, Lion Security Group (Lion Heart & Lion Front) for making me part of the journey of your organization towards a competency-based and strategic asset protection partner. Its my pleasure to serve you, Sir Mike, Ma'am Gnet and Sir Vic!!!

Image III.V Development

E. Performance Review

Performance Reviews and Performance appraisals or Performance evaluations are all the same. However, in a formal evaluation known as a performance review, a manager assesses an employee's job performance, recognizes strengths and problems, provides criticism, and establishes goals for future performance. According to HiBob (2022), professionals can operate more productively and produce work of a higher standard with the aid of performance reviews. Managers can assist employees in focusing their efforts to perform more productively by offering encouragement, outlining expectations, and offering constructive criticism. However, the efficiency of the reviews depends on how it was conducted. Employees can find areas for improvement and chances for progress with the help of an efficient performance review, which also helps to preserve positive working relationships.

Mr. Bercadez stated that LHSA conducts performance reviews to assess the job performance of its security personnel. "To process of doing performance reviews of our employees is critical to ensure that security guards meet the standards and expectations set by the agency, our partners, and our clients, and to ultimately identify areas where improvement may be needed. The specific procedures for conducting our performance reviews may vary depending on the particular situation, but generally, it involves many steps."



Image IV. Development

- **Establishing performance standards:** LHSA sets clear and measurable performance standards for the security guards based on the job's responsibilities and expectations. These standards may include factors such as punctuality, attendance, professionalism, mental soundness, communication skills, and job knowledge.
- **Regular feedback:** Security guards receive regular feedback from their supervisors throughout the year. This feedback may come in the form of verbal feedback or written reports. It helps the guards to understand their strengths and weaknesses and how they can improve their job performance.
- **Formal evaluation:** At the end of a designated period, for instance, every six months or annually, the security guards undergo a formal evaluation by their supervisors or the operations manager. This evaluation may include a review of their job performance against the established performance standards, feedback from colleagues and clients, and any training or development needs.
- **Performance discussion:** The supervisor or managers and security guard meet to discuss the evaluation results. During this



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discussion, they review the performance against the standards and set new performance goals for the next period that are likewise achievable. The security guard is encouraged to provide feedback and discuss any concerns or challenges they face concerning their deployment.

- **Performance improvement plan:** If any areas of improvement are identified by the LHSA managers or supervisor during the evaluation, a performance improvement plan is developed. This outlines specific actions the security guard can take to improve their performance in the identified areas.

"By following this performance review process, LHSA can ensure that our employees are meeting the standards and expectations set by the agency and continually improving their job performance to satisfy our client's security needs."



F. Recognition and Rewards

Recognition and rewards are critical components of employee motivation and job satisfaction, which can take the form of monetary or non-monetary. Monetary rewards include salary increases, bonuses, incentives, and benefits like health/medical insurance, paid time off, and retirement/pension plans. Non-monetary rewards may include promotions, public recognition, certificate, or trophies (Lim et al., 2016). These programs can reinforce employees' actions and contributions, encouraging them to perform their best and reduce turnover. However, as Younies & Al-Tawil (2020) note, employees' satisfaction will depend on how the agency balances hard and soft issues. Effective implementation of recognition and reward programs can result in increased engagement, productivity, and retention. To avoid employees becoming unmotivated, LHSA should establish clear criteria and standards for earning recognition and rewards and regularly give feedback and evaluation of performance. With that, it will prevent unfairness and biases toward other employees.



Image V.I Recognition and Rewards

"Through implementing recognition and rewards programs, Lion Heart Security Agency can retain our employees and motivate them to perform at their best. Some examples of our programs include the following:"

- **Employee of the Month Program:** LHSA establishes this to recognize security guards and staff who consistently and exceptionally perform their duties. The chosen security guard could receive a plaque, a certificate, incentives, or some other form of recognition.
- **Performance-Based Bonuses:** LHSA considers offering bonuses to security guards who consistently perform at a high level and beyond what is expected of them. The bonus could be tied to performance metrics such as the number of incidents prevented, the accuracy of reporting, or client satisfaction ratings.
- **Training Opportunities:** LHSA offers security guards the opportunity to participate in training programs or attend conferences related to the industry. This helps them grow professionally and shows that the agency recognizes their hard work and values their contributions.
- **Peer Recognition:** This encourages other security guards to recognize their peers for outstanding work. This can be done through a peer recognition program or by allowing security guards to nominate their colleagues for recognition.
- **Career Development:** LHSA provides opportunities for career development and advancement within the company. This could include training for leadership positions or promotions to supervisory roles.



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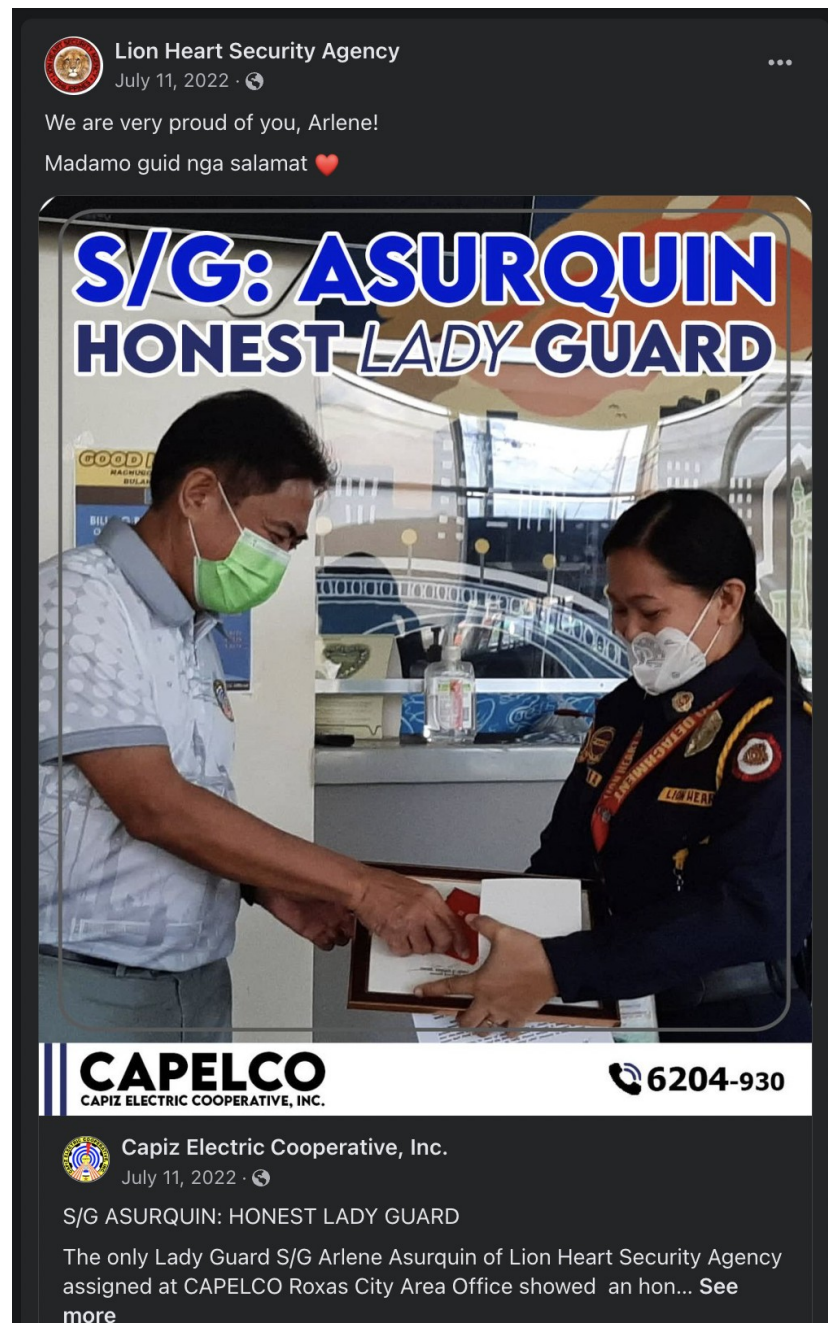


Image V.II Recognition and Rewards





Image V.III Recognition and Rewards



Image V.IV Recognition and Rewards



Michael Anthony Bercadez is with Jun Bayot and 3 others.

November 20, 2019 · 4

Shaping minds, winning hearts =)



Image V.V Recognition and Rewards



Michael Anthony Bercadez

November 4, 2020 · 2

The only way to do great work is to love what you do

- Steve Jobs



Image V.VI Recognition and Rewards



Image V.VII Recognition and Rewards

G. Employee and Labor Relations

Employee and labor relations are all about stopping or managing issues relating to workers' circumstances. If managers, supervisors, or other staff members are encountering issues at work, they should speak with their designated labor relations manager. Given the possibility of work difficulties for employers and employees, disputes must be settled by a neutral third party. Thus, success in the modern economy depends on good worker relations. Employee relations are exclusively a business issue.

On the other hand, labor relations are the interactions between unions and employees. Although there are instances where these two names are used interchangeably, it's important to understand their primary differences (Orechwa, 2022).



Image VI. Employee and Labor Relations

"LHSA gives significant importance to employee and labor relations as these practices can enhance employee engagement and

retention, mitigate labor disputes, and foster a positive work environment that ultimately benefits the organization as a whole."

Here are some of the ways LHSA implements employee and labor relations:

- **Collective bargaining agreements:** LHSA negotiates collective bargaining agreements with labor unions to establish employment terms and conditions, such as wages, hours of work, benefits, and grievance procedures.
- **Grievance handling:** In case of conflicts between employees and management, LHSA has a formal grievance handling process that allows employees to raise their concerns and seek resolutions.
- **Employee engagement initiatives:** LHSA invests in employee engagement initiatives, such as employee recognition programs, training and development opportunities, and employee feedback mechanisms to promote a positive work culture and enhance employee morale.
- **Performance management:** LHSA uses performance management systems to evaluate employee performance and provide feedback to help employees improve their job performance. This can include regular performance appraisals, feedback sessions, and goal-setting, as mentioned previously.
- **Compliance with labor laws:** LHSA ensures compliance with national, regional, and local labor laws, such as minimum wage laws, overtime laws, and workplace safety regulations.
- **Communication channels:** LHSA maintains open communication channels with employees to promote transparency and build trust. This can include regular team meetings, company-wide emails, and employee surveys.



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H. Health and Safety Risks Program

Appropriately handling hazards is the key to workplace health and safety, safeguarding the agency's employees and labor force. In addition, effective leadership engaging all of the company's managers, employees, suppliers, contractors, and consumers defines excellent health and safety management. These factors are also crucial components of the drive for global sustainable development, which is why the human resource department should give this more attention (Thomas, 2021).



Image VII.I Health and Safety Risks Program

"Health and safety policies are designed to promote a safe and healthy workplace in LHSA. The agency pays close attention to procedures for reporting accidents and injuries, providing personal protective equipment, conducting safety audits, and implementing ergonomic workstations. The LHSA health and safety programs aim to prevent workplace accidents and injuries and promote employee health and holistic well-being."

- **Emergency Response Plan:** LHSA has a comprehensive plan to respond to various emergency situations such as fire, earthquake, or severe weather. This outlines procedures for evacuation, communication, and first aid.
- **Safety Training:** LHSA conducts regular training sessions to educate security personnel on identifying and mitigating potential hazards. This could include training on identifying suspicious behavior, handling hazardous materials, proper usage of firearms, and responding to medical emergencies.
- **Personal Protective Equipment (PPE):** During the height of the pandemic and newly risen restrictions and even until today, LHSA ensures that all security personnel is provided with proper PPE, such as hard hats, safety shoes, and gloves, to protect against workplace hazards. LHSA also gives a lot of value in establishing rapport, which is why security guards are often provided and regularly checked with regard to the appropriate wearing of their uniforms.
- **Health and Wellness Programs:** LHSA encourages healthy habits among employees, such as regular exercise and healthy eating, to reduce the risk of chronic illness and improve overall wellness. The agency also conducts wellness and team-building outings to promote work-life balance and strengthen employee relations.
- **Mental Health Support:** Mental health should be given attention just as any other health factor. LHSA is starting to incorporate access to mental health resources and counseling services to support employees' well-being and reduces the risk of stress-related illness or injury.
- **Environmental Health and Safety (EHS) Compliance:** LHSA is routinely ensuring compliance with applicable EHS regulations, such as Occupational Safety and Health

Administration (OSHA) standards, to prevent workplace accidents and injuries.



Image VII.2 Health and Safety Risks Program

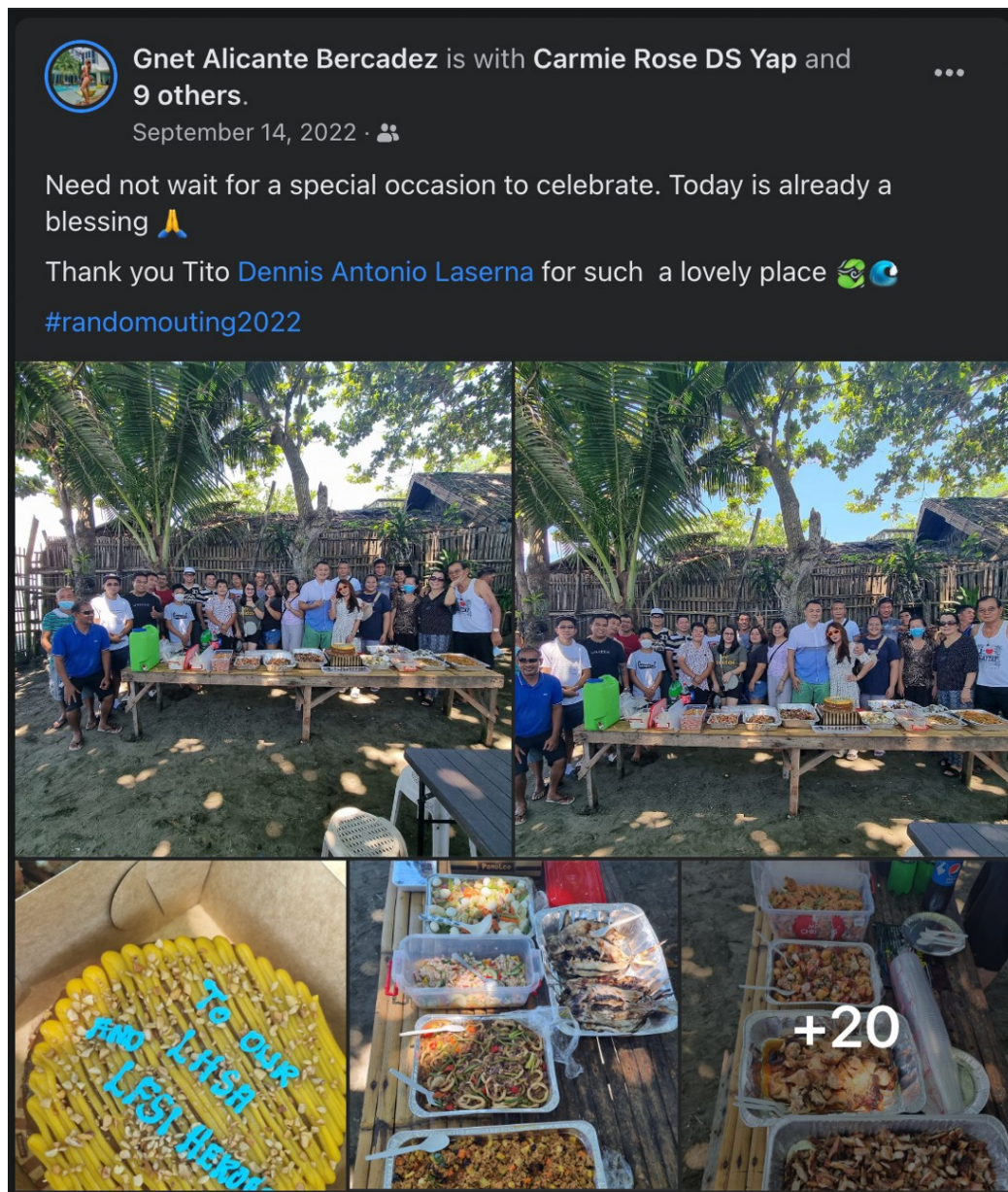


Image VII.3 Health and Safety Risks Program

Recommendation

Human resource management garnered a lot of attention in later years and the preceding generation. This is primarily a result of businesses understanding that the skills of their workers' collective abilities, talents, and accomplishments are what ultimately determine success in the long run. Unfortunately, this occurs when it is becoming more challenging for numerous companies to discover, recruit, teach, retain, and encourage qualified people to accomplish long-term goals and objectives.

This is a key problem given that it is expected that increased market globalization, continuous technical advancements, and the rapid rate of change would result in a less certain security agency industry. To improve the performance of its employees, the researchers recommend that LHSA should look into the following:

1. What is the nature of human resources given the business form of ownership as a sole proprietorship operating in the national context?

The nature of human resources in the security agency industry operating as a sole proprietorship in the national context can vary depending on several factors, including the size of the company, its geographic location, and the specific services it provides. However, the security agency industry generally requires a skilled and dedicated workforce to provide a range of security services to clients. This workforce may include security guards, investigators, consultants, and administrative staff.

As a sole proprietorship, the owner of the security agency would be responsible for managing and overseeing the human resources function of the business. This involves recruiting and hiring new employees, providing training and development programs, managing

employee benefits and compensation, and ensuring compliance with applicable labor laws and regulations. Even as a sole proprietorship, the security agency industry typically requires employees with specialized skills and qualifications, such as law enforcement or military experience, training in security procedures and protocols, and relevant licenses and certifications. Therefore, the owner would need to prioritize finding and retaining qualified employees to ensure the success and reputation of the business. They could use Figure V as their guide for the selection process of their employees.

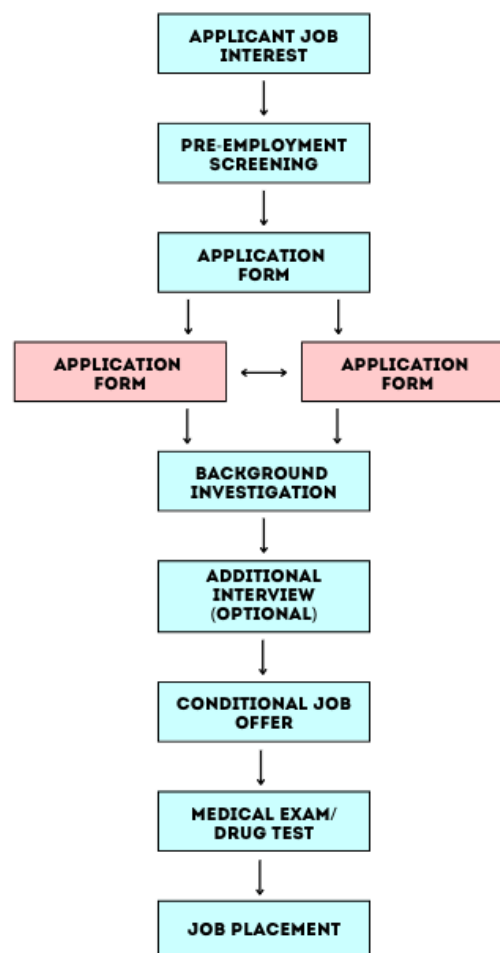


Figure III. Selection Process Flowchart

Additionally, in the national context, the security agency industry may be subject to various laws and regulations related to employment practices, such as minimum wage requirements, workplace safety regulations, and non-discrimination laws. Therefore, the owner must ensure compliance with these laws to avoid legal and financial liabilities.

Overall, the nature of human resources in the security agency industry would depend on the business's specific circumstances. However, it likely involves a focus on finding and retaining qualified employees, ensuring compliance with employment laws and regulations, and adapting to the industry's evolving demands.

2. How is the human resources manpower plan for Lion Heart Security Agency fitted with the various SDGs?

SDG 08: Decent Work and Economic Growth

- This created and provided employment opportunities to the masses, which can also contribute to our economic growth. Additionally, it will aid as support that these decent jobs were able to cover the security sector and labor rights fairly and rightly (Global Goals, n.d.).

SDG 10: Reduced Inequalities

- Regardless of the gender, race, and background of an individual, security agencies were able to accept everyone without discrimination (Global Goals, n.d.) as long as they were capable and fit the job description. Considering that applicants and employees are raised in different environments and acquire experiences in their own ways.

SDG 16: Peace, Justice, and Strong Institutions

- Security agencies are vital in this goal in order for them to promote justice and maintain peace for all individuals in our society. They must acquire and hold accountable for the actions they will do in every situation they are involved with, through

using rightfully their knowledge, training, and equipped weapons they carried around (Global Goals, n.d.).

3. What improvements and suggestions can the agency explore and implement after conducting the manpower plan?

A. Improve the hiring process

Lion Heart Security Agency (LHSA) should ensure that they hire only qualified and trained security personnel. The recruitment process should include a thorough background check, including criminal history, employment history, and education. The agency should also assess candidates' physical fitness and mental acuity to perform their duties. LHSA can follow the guide of the charting process for them to choose individuals that are the best in the agency and will contribute to achieving their goal. Through these criteria, they will avoid selecting the wrong candidate for the job.

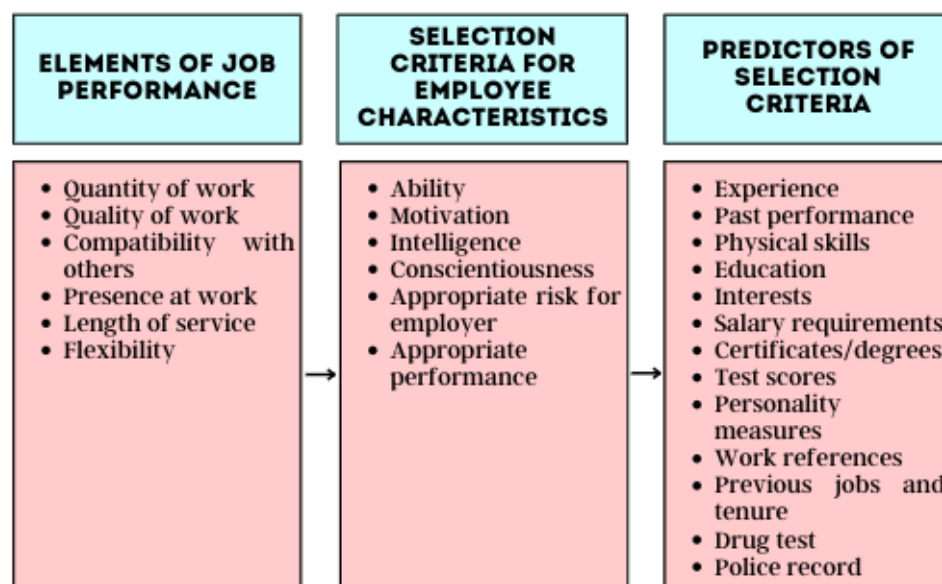


Figure IV. Provide adequate training

B. Provide adequate training

It is essential to provide regular training to security personnel to keep them updated with the latest security threats, technologies, and best practices. This will enable them to respond effectively in case of any emergencies. Moreover, LHSA can apply the different types of training such as the required and regular, job and technical, interpersonal and problem solving, as well as developmental and career to strengthen their employee's skills in different forms, not just their professional forte. Applying these different training types will develop the individuals to be physically, mentally, and spiritually healthy doing their assigned tasks.

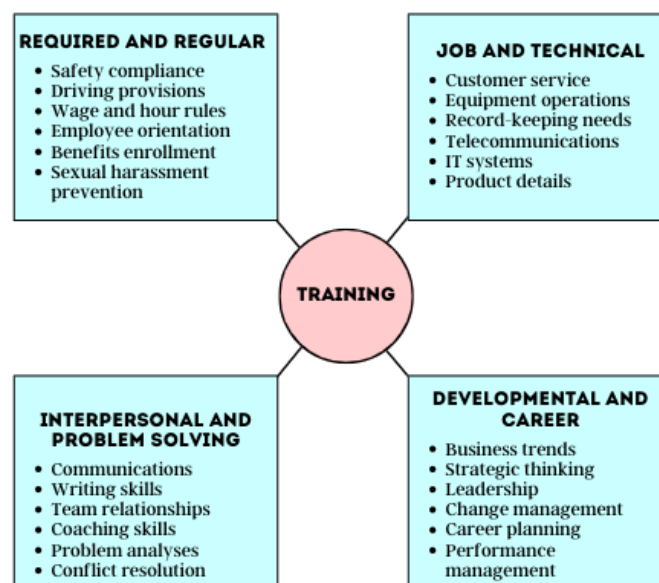


Figure V. Provide adequate training

C. Provide proper equipment

The security personnel must have the proper equipment, such as uniforms, communication devices, and security equipment. Providing the right equipment will enable them to perform their duties effectively.

D. Foster a safety culture

The agency should foster a culture of safety and security among the security personnel. This can be achieved by creating awareness of safety policies and procedures, regular safety training, and a proactive approach to addressing safety concerns. LHSA could view this chart to ensure an individual's well-being is within the range of their protection and safety. Since everyone's health and safety is the agency's number one priority.

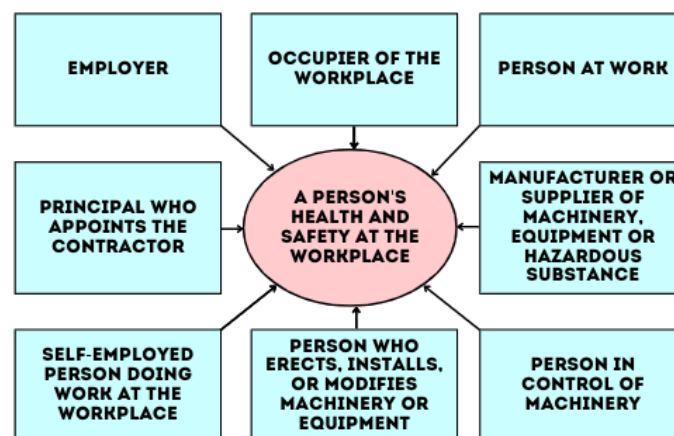


Figure VI. Foster a safety culture

E. Keep up with Technology Advancement and Equipment

The agency can invest in the latest technology and equipment to enhance the capabilities of its security personnel. This can include surveillance cameras, access control systems, and communication devices. LHSA could use this guide because once they can weigh and choose the best applicable learning readiness, learning styles, and learning transfer for their employees and trainees, they will be able to accomplish the

endpoint of it is effective learning, where individuals can show the things they gain throughout the sessions.

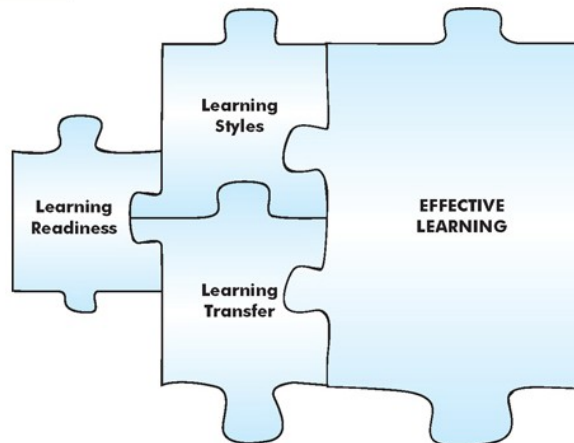


Figure VII. Keep up with Technology Advancement and Equipment

The researchers recommend that to succeed in a highly competitive sector, security agencies nowadays have to make efforts to guarantee that their company will have the necessary people, at the right job placement, in the right location, and for the right cost. Therefore, it will be essential to concentrate more attention on human resource management to enhance both organizational and individual performance. However, to be able to do this, it is crucial to regard all the different human resources operations as a capital investment instead of treating them as merely an expense.

In this regard, incorporating human resource planning into the company's strategy as a whole can assist security firms in overcoming current and upcoming issues. This is significant considering all of the other similarly pressing challenges, such as increasing rivalry, labor alterations, and rapid progress in technology. As a result, many firms may discover that their current expenditure on human capital was what ultimately marked the distinction between success and failure.



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Appendix A. Interview Questions and Answer

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Please be guided and kindly take the time to answer the following questions for the content of our HR Manpower Plan:

- **How does the business or hr department conduct staff acquisition or recruitment and selection of its employees?**

Answer:

The recruitment of LHSAs is done through walk-in interviews of applicants who either learned of employment opportunities in the agency through referrals from existing security guards and their social media postings.

- **Does the agency have and utilize resource calendars? Can the company provide a resource calendar from the previous or current years?**

Answer:

LHSA uses and utilizes the use of resource calendar in order to address and provide the necessary human resources, legal compliances, and equipment to meet and fully comply with the provisions of our security services contract with its clients.

- **What techniques or approaches does the company use for training and talent management?**

Answer:

One is the regular monthly formation with our guards, where we conduct this morale-boosting dialogue. Another is the conduct of our continuous training program quarterly. Relevant discussions, topics, and the latest security and safety management developments are discussed.

Also, we discuss their important provisions of new laws and social legislation. For example, we remind our guards of the new law on SIM card registration. More importantly, a great tool we use in talent management is to ensure that our employees' salaries and wages are labor laws compliant and released promptly. Their government benefits (SSS, Philhealth, Pag-ibig) are also paid on time.

In addition, we are there for them for assistance and cash advances in cases of emergency for them and their families. With this very personal approach, we are able to maintain loyalty among our team.

- **How does the company tackle and keep up with the development in its specific industry?**

Answer:

To keep ourselves abreast with recent developments in the private security industry, we attend training and seminars conducted by the regulators, the PNP, DOLE, PADPAO, and other industry-initiated seminars. Also, we read and follow the social media pages of the regulators and other notable pages, which are helpful in our company's continuing development and growth.

- Does the company conduct performance reviews among its employees? If yes, how often is this done, and what is the management's purpose in doing this?

Answer:

The process of doing performance reviews of our employees is critical to ensure that security guards meet the standards and expectations set by the agency, our partners, and our clients, and to ultimately identify areas where improvement may be needed. The specific procedures for conducting our performance reviews may vary depending on the particular situation, but generally, it involves many steps. I have noted the following:

Establishing performance standards: LHSA sets clear and measurable performance standards for the security guards based on the job's responsibilities and expectations. These standards may include factors such as punctuality, attendance, professionalism, mental soundness, communication skills, and job knowledge.

Regular feedback: Security guards receive regular feedback from their supervisors throughout the year. This feedback may come in the form of verbal feedback or written reports. It helps the guards to understand their strengths and weaknesses and how they can improve their job performance.

Formal evaluation: At the end of a designated period, for instance, every six months or annually, the security guards undergo a formal evaluation by their supervisors or the operations manager. This evaluation may include a review of their job performance against the established performance standards, feedback from colleagues and clients, and any training or development needs.

Performance discussion: The supervisor or managers and security guard meet to discuss the evaluation results. During this discussion, they review the performance against the standards and set new performance goals for the next period that are likewise achievable. The security guard is encouraged to provide feedback and discuss any concerns or challenges they face concerning their deployment.

Performance improvement plan: If any areas of improvement are identified by the LHSA managers or supervisor during the evaluation, a performance improvement plan is developed. This outlines specific actions the security guard can take to improve their performance in the identified areas.

By following this performance review process, LHSA can ensure that our employees are meeting the standards and expectations set by the agency and continually improving their job performance to satisfy our client's security needs.

- **Does the company provide recognition and awards? If yes, can you give examples of where this was done in a particular situation?**

Answer:

Through implementing recognition and rewards programs, Lion Heart Security Agency can retain our employees and motivate them to perform at their best. Some examples of our programs include the following:"

Employee of the Month Program: LHSA establishes this to recognize security guards and staff who consistently and exceptionally perform their duties. The chosen security guard could receive a plaque, a certificate, incentives, or some other form of recognition.

Performance-Based Bonuses: LHSA considers offering bonuses to security guards who consistently perform at a high level and beyond what is expected of them. The bonus could be tied to performance metrics such as the number of incidents prevented, the accuracy of reporting, or client satisfaction ratings.

Training Opportunities: LHSA offers security guards the opportunity to participate in training programs or attend conferences related to the industry. This helps them grow professionally and shows that the agency recognizes their hard work and values their contributions.

Peer Recognition: This encourages other security guards to recognize their peers for outstanding work. This can be done through a peer recognition program or by allowing security guards to nominate their colleagues for recognition.

Career Development: LHSA provides opportunities for career development and advancement within the company. This could include training for leadership positions or promotions to supervisory roles.

- **In terms of employee and labor relations, how does the management prevent and resolve problems involving employees which stem out of or affect workplace setting, efficiency, and productivity?**

Answer:

LHSA gives significant importance to employee and labor relations as these practices can enhance employee engagement and retention, mitigate labor disputes, and foster a positive work environment that ultimately benefits the organization as a whole."

By following this performance review process, LHSA can ensure that our employees are meeting the standards and expectations set by the agency and continually improving their job performance to satisfy our client's security needs.



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Here are some of the ways we implement employee and labor relations:

Collective bargaining agreements: LHSA negotiates collective bargaining agreements with labor unions to establish employment terms and conditions, such as wages, hours of work, benefits, and grievance procedures.

Grievance handling: In case of conflicts between employees and management, LHSA has a formal grievance handling process that allows employees to raise their concerns and seek resolutions.

Employee engagement initiatives: LHSA invests in employee engagement initiatives, such as employee recognition programs, training and development opportunities, and employee feedback mechanisms to promote a positive work culture and enhance employee morale.

Performance management: LHSA uses performance management systems to evaluate employee performance and provide feedback to help employees improve their job performance. This can include regular performance appraisals, feedback sessions, and goal-setting, as mentioned previously.

Compliance with labor laws: LHSA ensures compliance with national, regional, and local labor laws, such as minimum wage laws, overtime laws, and workplace safety regulations.

Communication channels: LHSA maintains open communication channels with employees to promote transparency and build trust. This can include regular team meetings, company-wide emails, and employee surveys.

- **Does the company give sufficient attention and action concerning the health and safety of its employees? If yes, provide an example of its health and safety risks program that is being implemented.**

Answer:

Health and safety policies are designed to promote a safe and healthy workplace in LHSA. The agency pays close attention to procedures for reporting accidents and injuries, providing personal protective equipment, conducting safety audits, and implementing ergonomic workstations. The LHSA health and safety programs aim to prevent workplace accidents and injuries and promote employee health and holistic well-being.

Emergency Response Plan: LHSA has a comprehensive plan to respond to various emergency situations such as fire, earthquake, or severe weather. This outlines procedures for evacuation, communication, and first aid.





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Safety Training: LHSA conducts regular training sessions to educate security personnel on identifying and mitigating potential hazards. This could include training on identifying suspicious behavior, handling hazardous materials, proper usage of firearms, and responding to medical emergencies.

Personal Protective Equipment (PPE): During the height of the pandemic and newly risen restrictions and even until today, LHSA ensures that all security personnel is provided with proper PPE, such as hard hats, safety shoes, and gloves, to protect against workplace hazards. LHSA also gives a lot of value in establishing rapport which is why security guards are often provided and regularly checked with regard to the appropriate wearing of their uniforms.

Health and Wellness Programs: LHSA encourages healthy habits among employees, such as regular exercise and healthy eating, to reduce the risk of chronic illness and improve overall wellness. The agency also conducts wellness and team-building outings to promote work-life balance and strengthen employee relations.

Mental Health Support: Mental health should be given attention just as any other health factor. LHSA is starting to incorporate access to mental health resources and counseling services to support employees' well-being and reduces the risk of stress-related illness or injury.

Environmental Health and Safety (EHS) Compliance: LHSA is routinely ensuring compliance with applicable EHS regulations, such as Occupational Safety and Health Administration (OSHA) standards, to prevent workplace accidents and injuries.

- **Lastly, can you share your insights regarding experiences and realizations about human capital as one of the most important assets of your business/company?**

Answer:

Human capital is a critical asset for our security agency. Through investing in training and development, focusing on recruitment and retention, fostering employee engagement, promoting effective communication, and establishing a safety and security culture, Lion Heart Security Agency can build a strong and skilled workforce capable of delivering quality security services to its clients to the best of our ability.

Appendix B. Interview Documentation

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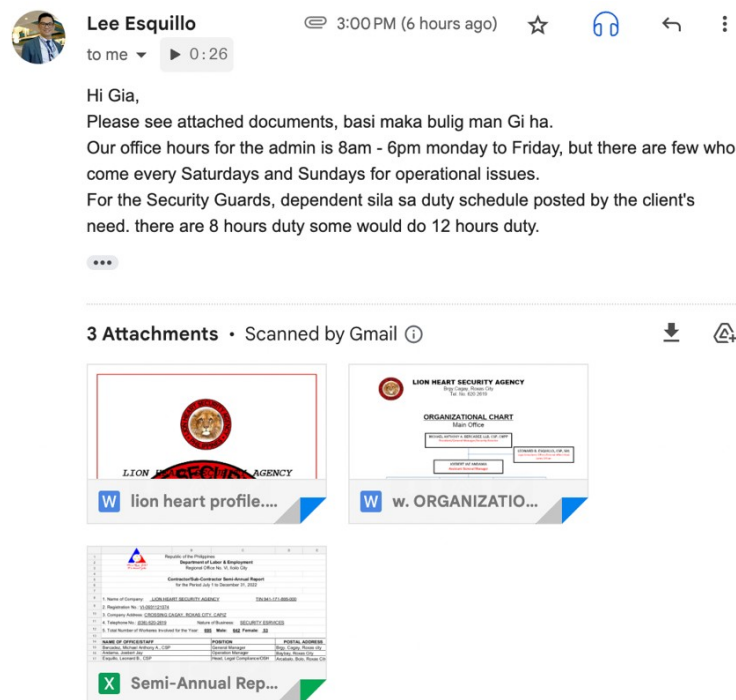
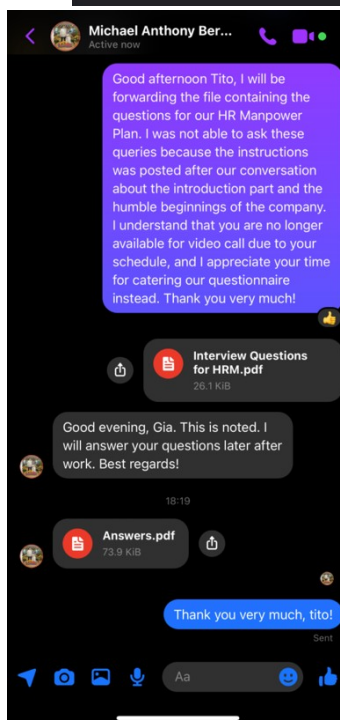
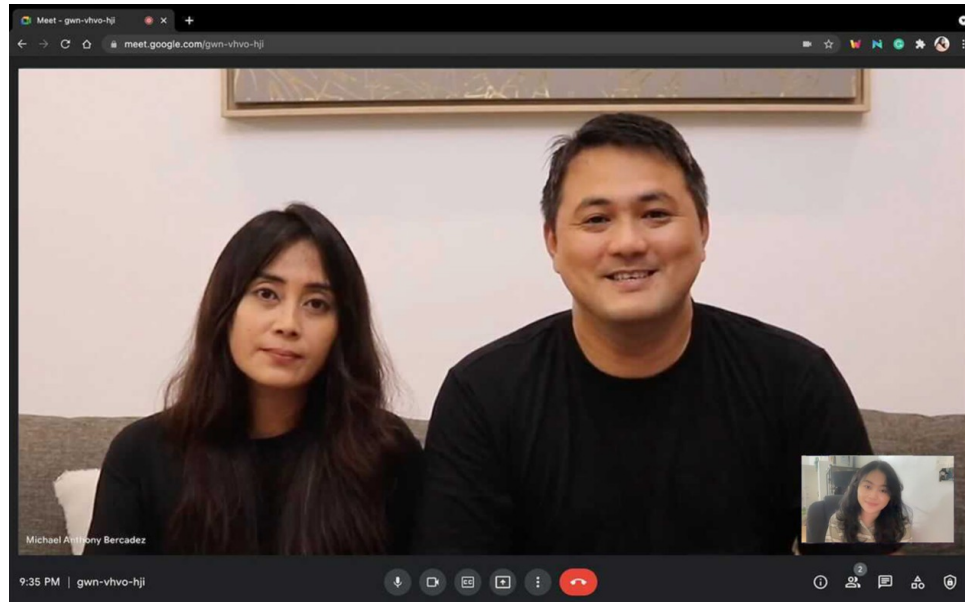


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Appendix C. Consent Form

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FAR EASTERN UNIVERSITY
Institute of Accounts, Business and Finance
Business Administration Department



Business Owner-Participant Consent Form

Title of the Project: HR Manpower Plan

- I MICHAEL ANTHONY A. BERCAFEZ agree to participate in the interviews.
- I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.
- I have had the purpose and nature of the study explained to me by the concern students and I have had the opportunity to ask questions about the study.
- I understand that participation involves providing data and information necessary for the students to comply with their HR Manpower Plan Paper, a course requirement equivalent to Final Examination under the course Human Resource Management - MGT 1106.
- I understand that I will not benefit directly from participating in this interview.
- I agree to my interview being audio-recorded and/or pen and paper recorded.
- I understand that all information I provide for this study will be treated under the legal provision of Data Privacy Act of the Philippines.
- I understand that in any report on the results of this academic paper my identity will remain anonymous. This may be done by changing my name and disguising any details of my interview which may reveal my identity or the identity of the people I speak about.
- I understand that any material data or information from my interview may be quoted in dissertation, thesis, conference presentation, published papers etc.
- I understand that signed consent forms, original audio recordings and written recordings will be retained in physical and online storage facilities such as websites and internet archives.
- I understand that under freedom of information I am entitled to access the information I have provided at any time while it is in storage as specified above.
- I understand that I am free to contact any of the students involved in the interview to seek further clarification and information.

Name and signature of business-owner participant: MICHAEL ANTHONY A. BERCAFEZ

Date: APRIL 21, 2023

Names and signatures of students:

1. Giancarlo P. Asagra
2. Dhorielyn S. Elefane
3. Kyla Marie D. Marfori
4. Joan Mae E. Muriel
5. _____

Date: April 20, 2023

Appendix D. Mayor's Permit

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Republic of the Philippines
CITY OF ROXAS
Province of Capiz
Office of the Mayor

MAYOR'S PERMIT 2023

BUSINESS PLATE NO. 1722 ☐ NEW
DATE ISSUED 2023-01-06 ☒ RENEWAL

NAME OF APPLICANT BERCADEZ, MICHAEL ANTHONY A.
BUSINESS NAME LION HEART SECURITY AGENCY
PLACE OF BUSINESS CROSSING, BRGY. CAGAY, ROXAS CITY, CAPIZ
CLASSIFICATION OF BUSINESS SERVICES
NATURE OF BUSINESS SECURITY AGENCY
MODE OF PAYMENT ANNUALLY

TO WHOM IT MAY CONCERN:
This is to certify that in accordance with Permit No. 0107-2023 dated 2023-01-06 filed by person/firm corporation named above, PERMIT is hereby granted to operate his/her business pursuant to the provisions of the Ordinance No. 004-2020 otherwise known as the Revised Revenue Code of 2020. The necessary License and Permit Fees by existing laws and ordinances, having paid under the Official Receipt indicated below, subject to the compliance of the conditions stipulated in the accompanying permit application.

RECOMMENDING APPROVAL:

ROSELYN L. ESTRELLA
Supervising Administrative Officer
BPLD Head - Designate

APPROVED:

RONNIEW DADVIAS
City Mayor

OFFICIAL RECEIPT NO. : 3306128-L
TOTAL AMOUNT PAID : Php 81,582.52
DATE ISSUED : 2023-01-06

213-438-499-637

This Business Permit is non-transferable, and valid until December 31, 2023 or unless sooner revoked for cause provided by law. This permit should be displayed in a conspicuous place of the business establishment or keep in his person per regulation of City Ordinance No. 004-2020.

ACKNOWLEDGMENT

The researchers would like to express our gratitude and appreciation to our professor in MGT1106 - Human Resource

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To our parents, family members, and friends for the extended understanding and respect for our time during the whole process of making our Human Resource Manpower Plan. Your support gave us the motivation to work harder as students and strive to create a quality output for this coursework.

Lastly, We would like to thank the almighty God for giving us the strength, wisdom, persistence, and for guiding us to withstand all the difficulties and hindrances that we encountered while making our manpower plan. To God be all the glory!



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